

AUBURN WATER & SEWERAGE DISTRICTS

CUSTOMER SERVICE MANAGER

Auburn Water & Sewer is looking for a flexible, team oriented individual with prior supervisory or financial experience that can manage the front office portion of our business, including customer service, cash receipts, accounts payable, payroll and human resources. Position will be responsible for organizing and coordinating the office operations and procedures in order to ensure organizational effectiveness and efficiency. Position is expected to perform a variety of supervisory, clerical, administrative, and customer service tasks including interaction with customers both in person and on the telephone. Position will also be responsible for the Districts' billing system and website.

Qualifications must include:

- A Bachelor's degree is preferred, associate degree minimum
- Prior supervisory experience in a business/clerical setting
- Knowledge of accounting principles, practices, and methods
- Strong customer service skills. Ability to communicate clearly and effectively with customers, the public, municipal officials, regulators, and vendors.
- Demonstrated computer experience, preference for experience with software such as Edifice, Microsoft Office, Adobe, and AutoRead.
- Website ability to update and maintain our website

Job Description is available at:

<http://www.awsd.org>

Please submit cover letter, resume and 3 references to:

District Superintendent,
John Storer, P.E.
Auburn Water & Sewerage Districts
P.O. Box 414
Auburn, ME 04212-0414